



DISAM



SAM-TO Course ITM Web Site and IMSO Web Exercise and Guide

23 May 2002

Note: This *Exercise* will teach you to use the new DISAM **International Training Management (ITM) Web Site** and the new **International Military Student Office (IMSO) Web** system. It will acquaint you with the broad range of international training information that is now available at these web sites. Please understand that all of these systems are quite dynamic and are continuously being improved. Consequently, there may be slight differences between the *current* web site content and this *Exercise*. Please take your time and follow the *step by step* instructions that are provided, until you become more familiar with the various web sites. When you return to your home station, you will find that this *Exercise* will serve you and others in your IMSO office as a *Guide* to using these web sites.

Accessing the International Training Management (ITM) Web Site

The newly created **International Training Management (ITM) Web Site** provides access to a very wide range of resource materials that cover the management of international military training. Naturally you will want to create a *Bookmark* (Netscape) or a *Favorite* (MS Explorer) on your duty station computer to facilitate accessing this and other international training web sites.

Double-click on the **ITM Web Site** shortcut.



International Training Management

*A Web Site for International Military Training Managers
Involved in Security Cooperation Programs*

What's New -- [UK FMS Tng Prog Mgt Handbook](#), [Deskbook Transition](#), [DISAM Distance Learning Course, FY 2002 & 2003 IMET Allocations](#), [ECL/OPI Exemption Msg](#), [Expanded IMET Handbook](#), [Pre-departure Caution](#),
[TMS 6.0 Release](#), [TMS 6.0 Handbook](#), [LTMS 6.0 Release](#)
NEW [IMSO Web System](#), [IMSO Web User Instructions](#) **NEW**

Note: At your home station, type the following web site address in the **Location** block of your Browser screen: http://disam.osd.mil/intl_training/ and press **Enter**.

If you have not previously read the **International Training Management** Web Page, do so at this time. Be sure and read the **Organization** paragraph so that you will start to understand where things are in the ITM web site.

Note: The following will assist you in navigating the Internet web pages. You can click on the *Netscape* **Stop**, **Back**, or **Forward** buttons (at top of screen) to navigate quickly between pages. If at any time you find that the **Back** button is *grayed* out, simply *close the page* you are on by clicking on the **X** in the upper right corner.



Note: Many documents provided in the ITM web site require *Adobe Acrobat Reader* to view them. The ITM Home Page explains how to get *Adobe Acrobat Reader*.

International Training Management (ITM) Web Site Content

Resources

Under **Resources**, *click* on **Articles—Best Practices**. *Scan* the titles of the articles that provide extensive coverage of international training subjects. *Click* on the **International Student Guide to the American Culture** article. This article (an excellent intercultural presentation for an international military student going to the U.S.) is contained in the Deskbook system, along with many other international training publications. *Click* on **Back** until you return to the **International Training Management** page.

Under **Resources**, *click* on **Messages--Policy and Procs**. *Click* on the **200X Holidays for Int'l Military Students**. This is an example of the various policy messages that are promulgated for our international training program. *Click* on **Back** until you return to the **International Training Management** page.

Under **Resources**, *click* on **References**. *Click* on **Chapter 10-Intl Mil Student Administration** of the new JSAT as it is hosted on the **DISAM web** server. *Click* on **Back** to return to **References**. *Scan* the rest of the reference publication titles provided. Under **DSCA**, *click* on the **S.A. Health Affairs Handbook**. *Click* on **Back** until you return to the **International Training Management** page.

Under **Resources**, *click* on **Lessons -- Exercises** and then *click* on **1. SAM-TO Course**. Under **1. SAM-TO Course Exercises**, *click* on the link for **Exercise 1**. Do you recognize this exercise? *Click* on **Back** until you return to the **International Training Management** page.

Under **Resources**, *click* on **Events--Dates**. *Click* on **Back** until you return to the **International Training Management** page.

Under **Resources**, *click* on **Web Site Links**. This listing provides you access to well over 200 web sites that are important to international training managers. If at any time in the future you learn of additional sites or find links that are broken, please send an E-mail message to charles.collins@disam.dsca.osd.mil with the correct web site address and the name and location of the activity. *Click* on the **Back** button as needed to return to the **International Training Management** page.

Now, let's look at an item or two in the *other* informational sections of the **ITM Web Page**.

Under **Automation**, *click* on **IMSO Web System**. *Read* the **FAQS** provided for the IMSO Web. *Click* on **Back** until you return to the **International Training Management** page.

Under **IMSO**, *click* on **IMSO Best Practices**. *Examine* one or two of the documents provided. *Click* on **Model IMSO Web Page**. *Scroll* down to that portion of the page where the title **SCHOOL NAME INTERNATIONAL MILITARY STUDENT OFFICE** appears in **Red**. *Click* on **Back** until you return to the **International Training Management** page.

Under **Functional Areas**, *click* on **Student Administration** and see the kind of functionally specific information that is provided. *Click* on **Back** until you return to the **International Training Management** page.

Remember: If, at any time, the **Back** (or **Forward**) button is not *active* (grayed out), close the screen that is open by clicking on the **X** in the upper right corner of the screen to close that screen.

The MILDEP/MILSVC International Training Web Sites

The SATFA, NETSAFA, AFSAT, Coast Guard, and Marine Corps International Training web sites provide excellent information on the training available to our international clients. They provide very valuable guidance on how to work with the international training agencies.

Click on the link for your service's international training management organization (**SATFA, NETSAFA, AFSAT, CG, or MC**) that is just under the **Visitor number Counter** on the **ITM Web Page**.

Explore your service's web site and identify the **kind of information** that is provided. You should be able to find specific **country** or **regional managers** that handle the training program for all countries. These are the **Points of Contact** that you should use when you need to inform the MILDEP about student issues or problems.

When you are finished *click* on **Back** and return to the **ITM Web Page**.

Defense Language Institute English Language Center (DLIELC)

The DLIELC web site also provides valuable information about English language training and ECL testing.

Click on the hyperlink for **DLIELC** on the **ITM Web Page**.

Explore the **DLIELC** web page.

Click on **Back** until you return to the **International Training Management Web Page**.

SAO Web Site Example

Click on **Web Site Links** under **Resources** on the **International Training Management** web page.

Click on **SAOs** on the **International Training Web Sites** page.

Click on the hyperlink for **ODC Singapore and Brunei**.

Click on **Training Program**.

Scroll through the **Training Management** web page and note the type of information that is provided by the *ODC Singapore* training officer, *Mr. Sean O'Hara*. Sean is recognized as one of our best and most experienced SAO Training Managers.

Click on **Back** until you return to the **International Training Management** web page.

Searching for S.A. Training Web Sites

You can use the various **Internet Search** web sites to find our S.A. Training web sites. We did not have the URL address of the new DLIELC web site.

Access the **Internet** and type the following URL address: <http://search.netscape.com/> in the **Location:** block of your browser and press **Enter**. This is the Netscape *Search* site.

Type **DLIELC**, **SATMO**, **AFSAT**, **NETSAFA**, **NATTC**, or *other* organizational acronyms in the search block and click on **Search**.

The point is, that the established Internet **Search sites** will also locate our military organizations, even our S.A. Training activities.

Click on **Back** until you return to the **International Training Management** web page

Good luck using the Internet to research international training. Be sure to use the International Training Management web page as your portal to all Security Cooperation training management information.
The DISAM Training Faculty

Using the SAN and the IMSO Web System

This portion of the exercise will teach you to use the **Security Assistance Network (SAN)** and the **International Military Student Office (IMSO) Web System**. The Security Assistance Network is nothing more than a controlled access web site. It can be accessed via the internet using the address listed below. For registration on the system, contact your User Group administrator at SATFA, NETSAFA, AFSAT, Coast Guard, or Marine Corps.

Logging on the SAN

Click on the hyperlink for the **SAN** on the **International Training Management Web Page**.

Note: The **SAN Web** address is: <https://san.osd.mil/san/login>. You can access this web site from any computer that has an Internet connection (even your personal computer at home). You must, however, be a *registered user* to access the system.

Press **Page Down** or *scroll* down to the **SAN WEB Login Menu**.

Refer to your **registration sheet** to see your assigned **Username** and **Password**.

Click on the **Username** block and type (in **lower case**) your **Username** (normally, first *initial* and last *name*--again, check your *registration sheet*).

| SAN WEB Login Menu | |
|---|--|
| Username | <input type="text" value="ccollins"/> |
| Password | <input type="password" value="*****"/> |
| <input type="button" value="Submit login request"/> | |
| <input type="button" value="Clear login"/> | |

Press **Tab** and type in your **Password**. SAN passwords are now required to have: at least 8 characters, upper and lower case, numerals, and a special character.

Then *click* on **Submit login request**.

If your login attempt is not successful, *try* a **second** time. But, **do not try a third time**--call your instructor.

The **Special Notice** screen provides continuous, *up to date* information on use of the **SAN Web** and other associated systems. Be sure to *read* current notices provided on this screen at your home station.

Click on **Continue** to go to the **SAN WEB** main menu. *Scroll* down (if you need to) to view the entire **SAN Web** main menu.

| SAN WEB | |
|--|---|
| <ul style="list-style-type: none">• TRAINING• BUDGET• FMS CASE MANAGEMENT• DSAMS• USER INFORMATION• DSCA SAO ROSTER WW• TDYMail• LOGOFF | <ul style="list-style-type: none">• BULLETIN BOARDS• LIBRARIES• DOCUMENT SEARCH• FORCE PROTECTION• REQUEST A PROXY PASSWORD• INTERNATIONAL SAN |
| <p>For problems, first contact your group administrator(s) : SSG VERNELL GOINGS, email: goingsv@soc.mil, then Mr. Michael Anstice, email: manstice@san.osd.mil or MR JAMES HENSLEY, email: james.hensley@disam.dscs.osd.mil</p> | |

Changing Your User Information

Click on **User Information** on the SAN Web main menu.

Click on **Change your user information**.

Update (change) your **user information** screen as shown in the following example. *Please follow the notes listed below and enter your personal information as explained.* You must enter this information carefully and accurately. The SAN is used today as the primary means of contacting both IMSO and SAO

personnel. If you *do not* take the time to enter your personal information with accuracy and clarity, you are only hurting others who are trying to use the SAN to communicate within the S.A. community.

Note: (All entries in CAPS)

1. Your **Password** (8 chars, alpha, numeric, special, upper/lower case).
2. In the **Organization** block *enter* an abbreviated name of your organization.
3. In the **Cntry/Loc Code** block *enter* your 3 character **location code** (refer to your **Registration Sheet**). This is the code used in the STL training database to identify *your* training location. If you do not have one on your Registration Sheet, call your instructor.
4. In the **Job Title** block *enter* your **IMSO job** (International Military Student Officer or Assistant, etc.).
5. In the **SAN Affiliation-Organization** block *enter* the major organization you are affiliated with in the Security Assistance community (normally SATFA, NETSAFA, AFSAT, CG, Mar Corps).
6. In the **Mailing Address** block *enter* your complete office mailing address. You **do not** have to *enter* an **Express Mail Address**.
7. In the **Internet Address** block *enter* your *complete Internet E-Mail address*. This should be the E-Mail address for your *primary* E-Mail system that you use daily at work.
8. *Enter* your **Commercial Phone** number, **FAX**, and **DSN** numbers.

| | | | |
|--|--------------|--------------------------------------|------------------------------------|
| <input type="button" value="Done"/> | | <input type="button" value="Abort"/> | |
| FORENAME | MRS. | FIRSTNAME | DIANNE |
| | | MIDDLE INITIAL | E |
| LASTNAME | | ATCHER | |
| Note: Your password must be between 8 and 12 character in length and contain at least one upper-case, one lower-case, one digit and one special character. | | | |
| USERNAME | DATCHER | PASSWORD | re-enter PASSWORD for verification |
| | | | |
| Note: Changing your SAN WEB login password here does not change your POP3 mailbox password. Click here to enter the pages to change your POP3 mailbox password. | | | |
| ORGANIZATION | FT KNOX-IMSO | CNTRY/LOC CODE | BCY |
| JOB TITLE | IMSO | OFFICE CODE | ATSB-IM |
| SAN AFFILIATION - ORGANIZATION | | SATFA | |
| RESPONSIBILITIES | | CHIEF, IMSO | |

| | | | |
|--|--|------------|--------------------------------|
| MAILING ADDRESS | BLDG 2350 OLD IRONSIDES AVENUE | | |
| | | | |
| CITY OR LOCATION | FORT KNOX | STATE | KY ZIPCODE 40121-5234 |
| | | | |
| EXPRESS MAIL ADDRESS | BLDG 2350 OLD IRONSIDES AVENUE | | |
| | | | |
| CITY OR LOCATION | FORT KNOX | STATE | KY ZIPCODE 40121-5235 |
| | | | |
| MESSAGE ADDRESS | RUEKOA/COMDT ARMOR SCH FT KNOX KY//ATSB-IMSO | | |
| INTERNET ADDRESS | fkimso@knox.army.mil | | |
| COMMERCIAL PHONE | (502) 624-7426/ | FAX NUMBER | 502-624-4069 DSN 464-7426/3055 |
| | | | |
| <input type="button" value="Done"/> <input type="button" value="Abort"/> | | | |

After

making all entries, *click* on **Done** to save the changes.

Click on the **Back** button until you return to the **SAN Web main menu**.

Using the Training Function

The **Training** function provides access to the various SAN functions typically used by the IMISO and SAO training managers.

Click on **Training** from the **SAN Web main menu**.

| <h2>Main Training Menu</h2> | |
|--|--|
| <ul style="list-style-type: none"> • SAO Data Download (STL, MASL, etc.) • IMSO & SAO Data View • Training Bulletin Boards • Libraries <ul style="list-style-type: none"> ◦ Training ◦ Training Publications ◦ FY02 Training Plans ◦ FY03 Training Plans | <ul style="list-style-type: none"> • Int'l Training Management Web Site • Master List of Int'l Tng Web Sites • Int'l Training POCs • TPMR Messages/Guidance • E-IMET Handbook • Brooke/620 (q) Sanctions |

The **SAN Training Bulletin Boards** and **Libraries** are available for use by anyone. Documents placed in

the **Bulletin Board** can be read on line—to upload to the **Bulletin Board**, the document must be first converted to a **.txt** file. The **Library** function is actually a storage area for large documents. If you have a document or file that is too large to send as an E-mail attachment, you can upload it to a SAN library and then another SAN user can download it. The **FY0X Training Plans** are the actual Country Two/Five Year Training plans prepared by the SAO training managers.

The **Int'l Training Management Web Site** link takes you to the **ITM** web site.

The **Master List of Int'l Tng Web Sites** link takes you to the ITM Master List of sites.

Click on **Int'l Training POCs** for a master list of all international training points of contact. Scan that document. *Click* on the **X** in upper right corner to close it.

The remaining menu items, **SAO Data Download**, **TPMR Messages/Guidance**, **E-IMET Handbook**, and **Brooke/620 (q) Sanctions** are normally used by the SAO.

Now lets take a look at the most important IMSO function on the **Main Training Menu**, the **IMSO & SAO Data View** function.

Accessing the IMSO Training Web Home Page

Click on **IMSO & SAO Data View** on the **Main Training Menu**.

The following **IMSO Home** screen will come up for your training activity when required accesses have been set by a SAN system administrator for IMSO office personnel. Example used is the **IMSO Office** at **Ft Knox KY**, at the **US Army Armor Center and School**. The **Glossary** at the end of these instructions explains any terms and data names that you may not be familiar with.

imso security assistance network
DSCA - Defense Security Cooperative Agency

Quick Search
[Search Box]
Search In? [Dropdown]
[Search Help]

Logoff
IMSO Home
Training Menu

User Info
Hello DIANNE
Last IMSO logon was
5/22/02 12:52:03 PM
from 198.97.67.57
My Preferences 2679

IMSO Options
View Your Activities

[IMSO Home]

IMSO BULLETINS

Welcome to the new IMSO look. With this new design we:

- have a menu on the left side of the screen to help us navigate the system.
- emails are not automatically sent - you must 'check' the box
- send HTML style emails on convene and complete reports
- open the door to add more features
- improved performance of the system
- provide a Quick Search

Sincerely,
The SAN Group

DIANNE ATCHER, welcome to the Security Assistance Network Community.

The IMSO Management Console is where you can select options from the menu on the left. We have some **online documentation** for further assistance. Additionally, you may find handy our **International Training Management website** documentation.

Your role type is that of an **IMSO** 79.
Your agency is **Army**.

Please Note: Significant work is still being accomplished on the IMSO Web. As stated above, the **IMSO Home** page represents a complete change from the appearance of just a month ago. Please expect other significant changes.

Go ahead and *read* the following explanation of the **IMSO SAN Home** page menu items. *Don't click* on them until you are told to do so.

- **Quick Search**—To use this search function, simply *click* on an item in the **Search In?** drop down box and then *click* on the **blue search button** (arrow). You can search your student data by **Student Name**, **Invitational Travel Order (ITO) Number**, **Work Sheet Control Number (WCN)**, **Foreign Identification Number (FIN)**, **Military Articles and Services (MASL) ID Number**, **Course Number/Title/Description**, etc.
- **Logoff**—*Clicking* on **Logoff** will automatically log the user off the SAN.
- **IMSO Home**—*Clicking* on **IMSO Home** will automatically return the user to the IMSO Home page.
- **Training Menu**—*Clicking* on **Training Menu** will automatically return the user to the SAN Main Training Menu.
- **IMSO Options**—*Clicking* on **View Your Activities** under **IMSO Options** will take you to the screen that provides your basic IMSO Web information.

Quick Search

Search In?

Search In?

- Student Name
- ITO No.
- WCN
- FIN
-
- MASL ID
- Course No
- Course Title
- Course Descrip

Now, *do* the following. Go ahead and *click* on **View Your Activities**, which is under **IMSO Options** in the menu on the left of the **IMSO Home** page.

Reading the IMSO Security Assistance Network Screen

imso **security assistance network**
DSCA - Defense Security Cooperative Agency

Quick Search

Search In?

[Search Help](#)

Logoff

IMSO Home

Training Menu

Help

User Info

Hello DIANNE
Last IMSO logon was
5/22/02 12:52:03 PM
from 198.97.67.57
[My Preferences](#) 2679

IMSO Options

[View Your Activities](#)

Search by student status

39 Students Active

POC / Location Code / Name / Address (sorted by location code)

[Mrs. Dianne Atcher](#) (Phone: DSN 464-2938/3 , COMM (502) 624-8274/3055)
▶ (BCY - Army) US Army Armor School
BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121

39 Students | 3 Courses | Activity Info | All Courses | IP Events

Entries 1 to 1 of 1

Student count on this page is 39

Go ahead and *read* the following explanation of the **IMSO SAN** menu items. *Don't click* on them until you are told to do so.

- **Search by student status**--The data that can be viewed in the **Student** and **Courses** functions, is controlled by the drop down menu in the **Search by student status box**. Depending on the choice made, the user can view data on:

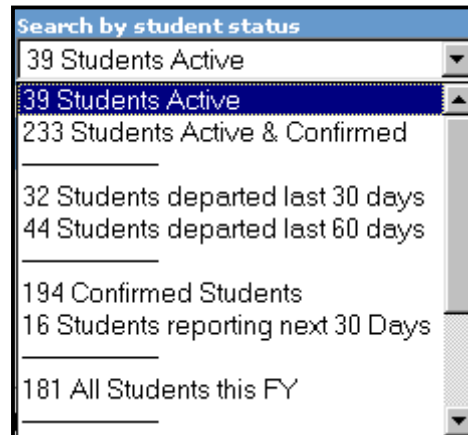
Active—Students currently at the training activity.

Confirmed—Students who are scheduled to arrive. A class space has been allocated and dates of training are contained in the data.

Departed—Students who have departed in last 30/60 days.

Reporting—Students reporting in next 30 days.

All Students—**All Students** includes (in addition to **Active** and **Confirmed** students) students who are *forecast* for training in the FY. Training for these students is in a Country's training program, but a space in the school house has not yet been allocated and therefore, the date of the training has not yet been entered in the database.



The screenshot shows a dropdown menu titled "Search by student status". The menu is open, displaying a list of options. The first option, "39 Students Active", is highlighted in blue. Below it are "233 Students Active & Confirmed", "32 Students departed last 30 days", "44 Students departed last 60 days", "194 Confirmed Students", "16 Students reporting next 30 Days", and "181 All Students this FY".

| Student Status | Count |
|--------------------------|-------|
| Active | 39 |
| Active & Confirmed | 233 |
| Departed (last 30 days) | 32 |
| Departed (last 60 days) | 44 |
| Confirmed | 194 |
| Reporting (next 30 days) | 16 |
| All Students this FY | 181 |

- **POC/Location/Name/Address**—Complete **POC** information for the IMSO office at the training activity is provided: the name of the IMSO, telephone number, the training activity or school with location code, and address. This information appears when *you* have entered complete **POC** information in the **Activity Info** function below.
- **Buttons**--Directly under the POC information there are 5 buttons that provide the basic functionality of the IMSO Training Web as follows:
 - Students**--The first button allows the user to view *data on students* who are at the training activity, scheduled to come, or have departed. The function further allows for the *editing* of a students data, sending of *commencement* and *completion* reports, and other *E-mail communications* directly with the person involved in managing the student's training.
 - Courses**--This function simply allows the user to see the preceding student data but sorts the students *by individual courses* at the training activity.
 - Activity Info**--This function provides access to the complete *IMSO POC information* and other *detailed training activity information*. It is intended that specific IMSO Web users in the IMSO office will keep this information up to date. Any IMSO office representative can be authorized to edit this location information.
 - All Courses**--This function allows the user to see specific *MASL course data* that is currently in the MILDEP (SATFA, NETSAFA, or AFSAT) computer system for the training activity or school. Depending on MILDEP policy, IMSOs will be asked to review this course information and communicate any discrepancies back to the MILDEP.
 - IP Events**--In the future, this function will provide information about accomplishment of *DoD Informational Program events* for the student.
- **Help**--The **Help** function provides access to an on-line Help function that explains the screen being displayed.

Go ahead and *click* on **Activity Info**, the *third button*.

Editing Your IMSO POC and Training Location Information

| Information last updated on: unknown by unknown | |
|--|-----------------------------------|
| Location Name: | US Army Armor School |
| Point of Contact: | Mrs. Dianne Atcher |
| Point of Contact Title: | IMSO Chief |
| Email: alternate/multiple addresses separated by ; | tkimso@knox.army.mil |
| Message Format: | |
| Office Symbol: | ATSB-IM |
| Commercial Phone: | (502) 624-8274/3055 |
| Voices: | |
| Commercial FAX: | (502) 624-4069 |
| Emergency Phone: | |
| DSN Phone: | 464-2938/3 |
| DSN FAX: | (502) 624-4069 |
| Please fill in as much as possible, YELLOW indicates needed item | |
| Street 1: | BLD 2350 OLD IRONSIDES AVE |
| Street 2: | 2350 HELL ON WHEELS DIVISION ROAD |
| City: | FORT KNOX |
| State: (ex: AL, FL, CA, NV, etc) | KY |
| Zip/Postal Code: | 40121 |

| General Information |
|--|
| <p>The United States Armor Center and School is located at Fort Knox, about 30 miles from Louisville, Kentucky in historic Hardin County. Fort Knox - the Home of Mounted Warfare - has served as a US military reservation since 1918. During this time it has played a key role in the development of military tactics, doctrine, and equipment, and has been an integral part of the training establishment for the active Army and Army Reserve. Fort Knox, with its newest buildings rising alongside its historic structures continues to move forward to take its place in the heartland of Kentucky and in the front rank of military posts in the United States. With continuous range upgrade, receipt of new missions such as the U.S. Army Recruiting Command in 1992, and outstanding simulation facilities, Fort Knox will continue to be a leader in the Army of the future.</p> <p>International Students are administered by the International Military</p> |
| <p>Student Arrival/Departure:</p> <p>Early reporting is a must for all students bring their families due to the amount of time needed to locate suitable housing. Security Assistance Officers (SAO) should ensure that the International Military Student Office is notified at least five days prior to the students arrival, in order to arrange for the student to be properly greeted at the airport. Failure to notify the International Military Student Office will cause delays in getting the student settled comfortably. Ideally, the student should arrive some time Monday thru Friday before 1200 hours EST, to ensure the student is completely in-processed before the weekend (i.e., ID card, cooking utensils, etceteras.) IMS are</p> |

Similarly, there are screens for: **Billeting, Dining, Transportation, Driving, Medical, Climate, Uniform Requirements, Mailing Address, Miscellaneous**, etc.

Scroll through the **Activity Info** screen and *enter* up to date, correct **POC information** for your training activity in the **first** screen. *Do not enter or change* any information you are not sure of.

Note: It is *extremely important* that you edit carefully the **IMSO POC information** and **detailed training location** information for your training activity. When you have entered this information, it is automatically provided via data download to all overseas SAO offices. This is your opportunity to get *correct and complete* information about your training activity to our SAOs. You *own* the data. Please fill it in *carefully*

and get in the habit of keeping it up to date. Again, do not make any changes to this information unless you are absolutely sure of the accuracy of your data. You will be changing the actual database that is downloaded by the SAOs. You will probably want to *wait until you return* to your training activity to update the detailed **Training Location** information that is called for in the screens following the **POC** screen. Disregard the **Notes** block, as It is a carryover from the old database, prior to the new *expanded* Training Location information database.

Note: If you *cannot* make entries in either of the preceding data entry screens, as well as the POC information, access has not been set for you to be able to do so. *Contact* your SAN User Group administrator. Also, be sure to **Save** *periodically* when you are entering data on-line. It is possible that an on-line system can *time out* on you. The IMSO Web should not time out in less than a one hour period. But, don't take a chance.

Click on **Save** at bottom of last screen.

Click on **View Your Activities** on the left to return to the **IMSO Security Assistance Network** screen.

Reading the Student Report Screen

Now, let's take a look at some of the data that is provided on students who are at or are coming to your training activity.

Click on the **Students** button (*first* button at bottom) on the **IMSO Security Assistance Network** screen.

Filter by Country - OFF

Sort by

Printer Friendly

Show Picture

go

[Student Report for (BCY) US Army Armor School - Active Report]

[convene report | completion report | edit student]

| Action | Photo | Course Name | Arrive Dt Report Dt | Start Dt End Dt | Status | TLA | CC/IA/Case/WCN |
|--|-------|--|------------------------|------------------------|--------|-----|---------------------------------------|
| | | <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 29-Nov-01 16-Jan-02 | 17-Jan-02 24-May-02 | Active | Yes | <u>BC</u> B 02IMET 1021B <u>RANTH</u> |
| MILDEP remarks - ARV LOUISVILLE INTL AIRPORT 29 NOV VIA DL 4729 AT 1242HRS/GT | | | | | | | |
| IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/29/2001 - | | | | | | | |
| | | <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 24-Nov-01 16-Jan-02 | 17-Jan-02 24-May-02 | Active | No | <u>BR</u> B 02IMET 1020B <u>LIMA,</u> |
| IMSO remarks - Course Convene (CC) - CORRECT FIN/SCN: 902706451. - Actual Arrival (AV) - 11/24/2001 - | | | | | | | |

Clicking on the **Filter by Country** drop down menu allows selection of students by **Country** or by selecting **OFF**, all countries.

Clicking on the **Sort By** drop down menu allows sorting of students by: *Course Name*, *Country*, *Student Name*, *Report Date*, *Start Date*, and also allows output to an *Excel* format.

Don't forget that when you *select* a different **sort**, you have to *click* on the **GO** button.

Remarks—If the **SAO**, **MILDEP**, or **IMSO** have entered any **Remarks** on the student, these are displayed on the **Student Report** screen as seen above.

Report Hyperlinks

If you scroll across the report on the screen, you will notice that there are several Hyperlinks. *Clicking* on these reveals:

- **Course Name**—*Clicking* on the **Course Name** provides the **Course Detail Report** on the training that the student is enrolled in. If **Course Name** is not in bold, no course description exists in the database.

| | |
|---|--|
| [Course Detail Report for (BCY) - US Army Armor School] | |
| Request Course revision? Click Here | |
| Course No: | 2-17-C22 |
| MASL ID: | B171620 |
| Course Title: | ARMOR CAPTAINS CAREER |
| FY: | '02 |
| ECL: | 80SA |
| <hr/> | |
| Security Clearance: | Secret |
| Duration (in weeks): | 18 |
| Prerequisite MASL: | B171619 / ARMOR CPT CAREER CRS PREP |
| <hr/> | |
| Course Description / Administration / Remarks: | |
| Tank gunnery, tactical training, logistical and maintenance procedures, training methods and techniques, leadership skills and staff support functions at the battalion and brigade level, using the train the trainer concept. | |

Clicking on **Request Course Revision** in the preceding screen will prepare and E-mail message to go to the MILDEP manager who is responsible for coordinating changes to the MASL training database. Many times the IMSO is the first to realize that the Course data carried in the MILDEP MASL database is in error.

Click on **Back** to return to the **Student Report** screen.

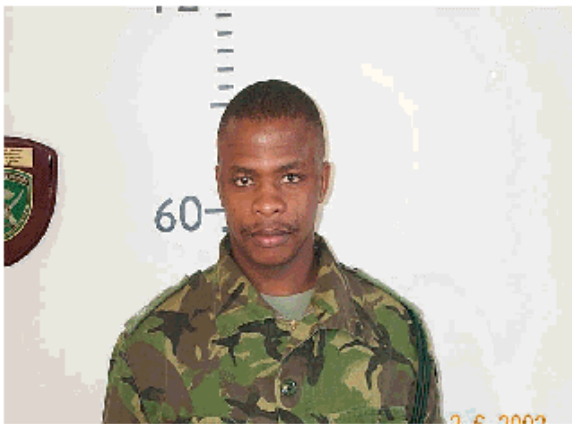
- **Country Code**—*Clicking* on the **Country Code** identifies the **in-country SAO training manager**. At present you get a listing of all personnel in the SAO office for the given country and will have to pick the Training Manager. Shortly you will see only the designated **SAO Training Point of Contact**, the actual training manager with whom you will want to communicate.

| |
|--|
| Ms Mildred MASOEU - IMET, General Administration (Phone: DSN none , COMM (267) 371-731) (-) ODC BOTSWANA (ADMIN,TNG) Dept of State, 2170 Gaborone Place , , Dulles , VA, 20189-2170 |
|--|

Click on **Back** to return to the **Student Report** screen.

- **Student's Name**—*Clicking* on the **Student's Name** provides the **Training List for Student**. This provides basic information about the student and the training he is attending.

[Training List for RANTHOAKGALE, MOGOTSI M
 ..CC/IA/Case/WCN..BC/B/02/1021].. [MILDEP POC is Gwendolyn TOOMBS](#)






| | |
|------------------------------------|-----------------------|
| Name: | RANTHOAKGALE, MOGOTSI |
| ITO#: | BC02B11021 |
| FIN / SCN: | 902708016F |
| Student Type: | O Officer |
| Pay Rate: | CPT |
| Rank: | CPT |
| Number of accompanying dependents: | --- |

- **Digital Photo**--You will notice that our IMSOs are already *uploading digital photos* of their international military students on the IMSO web. To do this, simply *take a digital photo*--it is recommended that you take your digital photos at the **lower resolution** setting on your camera (i.e., 72 pixels or a 640 x 480 setting). Save the **.JPG** file to a directory on the computer where you access the SAN. Then *click* on **Browse** to *select* the desired file. After the file is selected, *click* on **Upload** to upload the file to the SAN.
- **MILDEP Point of Contact**--*Clicking* on **Mildep POC** on the **Training List for Student** will prepare an E-mail message to the **Country Training Program Manager** at SATFA, NETSAFA, AFSAT, Coast Guard, or Marine Corps.
- **Arrival Information**--You will also notice that our SAOs are already *uploading Arrival Information* on their departing students. If arrival information has been uploaded by an SAO, that information will *appear* on the above student **Training List** screen. See following example for a Portuguese student arriving at the Air Force Institute of Technology at Wright-Patt AFB OH.

| | |
|-----------------|---|
| SAO Remarks: | STUDENT ARRIVING AT Dayton ON Continental FLIGHTNO 3051 AT 4/4/02 REMARKS INCLUDE: PLEASE NOTE THIS IS CHANGE TO THE INITIALLY REPORTED FLIGHT INFORMATION. |
|-----------------|---|

Scrolling down the above **Training List** screen reveals the **Student Training Track** or courses that the student is attending.

| Student Training Track | | | | | | |
|--|--|------|-------------|------------|----------|------|
| Course Title | Location Information | ECL | Report Date | Start Date | End Date | Line |
| ARMOR CPT CAREER CRS PREP | BCY US Army Armor School  | 80SA | 11/29/01 | 12/6/01 | 1/9/02 | A |
| ARMOR CAPTAINS CAREER | BCY US Army Armor School  | 80SA | 1/16/02 | 1/17/02 | 5/24/02 | B |
| MILDEP Remarks: ARV LOUISVILLE INTL AIRPORT 29 NOV VIA DL 4729 AT 1242HRS/GT | | | | | | |
| CAVALRY LEADER | BCY US Army Armor School  | 75 | 5/24/02 | 6/3/02 | 6/21/02 | C |

- **Follow-on Training Activity**--Clicking on the hyperlink in the above **Location Information** column will automatically prepare an E-mail message to the follow-on training activities where the student will be going for his/her other courses. Thus you can readily *provide* an **arrival message** to the IMSO office at the follow-on training activity or school. In the above example, the student is attending follow-on training at the Armor School at Ft Knox.

Printing a SAN Student Report

Click on **View Your Activities** under **IMSO Options** in the menu on the left of your screen.

Click on the **Students** hyperlink/button.

Click on **Sort by Country** in the Sort by drop down menu.

Click on the **Printer Friendly** box, *don't select Show Picture*, and click on **GO**.

Remember, that depending on the selections you have made previously (Active, Confirmed, Departed, Projected, etc. or specific countries), you can do a report on your student population as you desire. In other words, on your **Active students**, **Arriving students**, **Departed students**, etc.

Click on the MS Windows **Print** button or click on **File** and **Print**. This will give you a prepared report of students in order of their **Country**. *Selecting File, Page Setup, Landscape, and Print Preview* will give you a report as follows.

Print Preview

Print... Page 1 of 6 75% Help Close

[Student Report for (BCY) US Army Armor School - Active Report]

| Photo | Course Name | Arrive Dt Report Dt | Start Dt End Dt | Status | CC/IA/Case/WCN | Student Name |
|--|---|------------------------|------------------------|--------|-------------------|--|
| | 1.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 29-Nov-01 16-Jan-02 | 17-Jan-02 24-May-02 | Active | BC B 02IMET 1021B | <u>RANTHOAKGALE, MOGOTSIM CPT</u> |
| MILDEP remarks - ARV LOUISVILLE INTL AIRPORT 29 NOV VIA DL 4729 AT 1242HRS/GT | | | | | | |
| IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/29/2001 - | | | | | | |
| | 2.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 24-Nov-01 16-Jan-02 | 17-Jan-02 24-May-02 | Active | BR B 02IMET 1020B | <u>LIMA, FABIO SERPA DE CARV CPT</u> |
| IMSO remarks - Course Convene (CC) - CORRECT FIN/SCN: 902706451. - Actual Arrival (AV) - 11/24/2001 - | | | | | | |
| | 3.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 24-Nov-01 17-Jan-02 | 17-Jan-02 24-May-02 | Active | EG B OEA001 S111B | <u>AFIFI, DIAA ELDIN TAWFIK MAJ</u> |
| MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114) | | | | | | |
| IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/24/2001 - | | | | | | |
| | 4.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 24-Nov-01 17-Jan-02 | 17-Jan-02 24-May-02 | Active | EG B OEA001 S112B | <u>TOLBA, AHMED YASSER EL-SAYE MAJ</u> |
| MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114) | | | | | | |
| IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/24/2001 - | | | | | | |
| | 5.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620) | 29-Nov-01 17-Jan-02 | 17-Jan-02 24-May-02 | Active | EG B OEA001 S113B | <u>MAHMOUD, AKMAL MOHAMED KAMA MAJ</u> |
| MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114) | | | | | | |
| IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/29/2001 - | | | | | | |
| | 6.) <u>ARMOR OFFICER BASIC (MIAI)</u> 2-17-C20 (M1 (B121541) | 16-Jan-02 16-Jan-02 | 23-Jan-02 22-May-02 | Active | EG B OEA001 S118A | <u>MOHAMED, YEHYA HOSNI HASSAN CPT</u> |
| MILDEP remarks - **DEL.WCN AFTER PRINT EML(OMC-MM)28NOV01-STATE DEPT. WON'T GRANT VISA FOR NOMINEE | | | | | | |

Click on **Back** and click on **View Your Activities** and click on **Students**.

Generating Convening and Completion Reports and Editing the Student Data

The four buttons that precede the individual student lines on the **Student Report** screen, provide the following:

- **Convene Report**—This button provides for submission of an **IMS Arrival and Commencement Report** on the student.
- **Completion Report**—This button provides for the submission of a **Departure/Completion Report** on the student.
- **Edit Student**—This button provides for **editing** of the student's information in the **IMS Status Report**.

Click on the **Convening Report** button (first button on left). The **Convening Report** is a report that you can send to your MILDEP and any other recipient, informing them of the student's arrival and entry into training. Data entry is fairly intuitive.

| Student Information | |
|--|-------------------------|
| Name: | RANTHOAKGALE, MOGOTSI M |
| ITO #: | BC02B11021 |
| FIN / SCN: | 902708016F |
| Student Type: | Officer |
| U.S. equivalent grade: | <input type="text"/> |
| Rank: | CPT |
| Arrival Date: (mm/dd/yyyy) | 11/29/2001 |
| Number of accompanying dependents: | 0 |
| Course / Class Information | |
| Course No: | 2-17-C22 |
| MASL: | B171620 |
| Title: | ARMOR CAPTAINS CAREER |
| Course Classification: | Secret |
| Class Report Date: | 1/16/02 |
| Class Start Date: | 1/17/02 |
| Class End Date: | 5/24/02 |
| Remarks while at this training activity and in this course | |
| Brief Remarks: | <input type="text"/> |
| Send this INFO via email to: <input type="checkbox"/> MILDEP | |
| Additional Recipients: (Separate each by semi-colon) | |

Click on **Back** to return to the **IMSO Student Report** screen.

Click on the **Completion Report** button (second button from left). The **Completion Report** is a report that you can send to the MILDEP informing of the student's completion of training and departure. Data entry again is fairly intuitive.

| Student Information | |
|--|-------------------------|
| Name: | RANTHOAKGALE, MOGOTSI M |
| ITO #: | BC02B11021 |
| FIN / SCN: | 902708016F |
| Student Type: | Officer |
| U.S. equivalent grade: | <input type="text"/> |
| Rank: | CPT |
| Number of accompanying dependents: | 0 |
| Course / Class Information | |
| Course No: | 2-17-C22 |
| MASL: | B171620 |
| Title: | ARMOR CAPTAINS CAREER |
| Course Classification: | Secret |
| Class Report Date: | 1/16/02 |
| Class Start Date: | 1/17/02 |
| Class End Date: | 5/24/02 |
| End Of Training Status | |
| End of Training: | <input type="text"/> |
| Student Statuses (while in this course) | |
| Status Type | Start Date Stop Date |
| Remarks while at this training activity and in this course | |
| Brief Remarks: | <input type="text"/> |
| Send this INFO via email to: <input type="checkbox"/> MILDEP | |
| Additional | |

Click on **Back** to return to the **IMSO Student Report** screen.

Click on the **Edit Student** button on the **SAN Student Report** screen. The **IMS Status Report** screen is opened. This student record can be edited as desired. Multiple **Status** entries can be made as the student's status changes.

| Student Information | | |
|---|---|-------------|
| Name: | RANTHOAKGALE, MOGOTSI M | |
| ITO#: | BC02B11021 | |
| FIN / SCN: | 902708016F | |
| Student Type: | Officer | |
| U.S. equivalent grade: | <input type="text"/> | |
| Rank: | CPT | |
| Actual Arrival Date: | 11/29/2001 | |
| Number of accompanying dependents: | <input type="text"/> | |
| Student ECL Information | | |
| Country ECL status: | Direct Entry ECL Test Required (In-country Test Waiver) | |
| InCountry ECL test score: | <input type="text"/> | |
| Minimum direct entry ECL Required: | 80SA | |
| Course / Class Information | | |
| Course No: | 2-17-C22 | |
| MASL: | B171620 | |
| Title: | ARMOR CAPTAINS CAREER | |
| Course Classification: | Secret | |
| Class Report Date: | 1/16/02 | |
| Class Start Date: | 1/17/02 | |
| Class End Date: | 5/24/02 | |
| Student Statuses (while in this course) | | |
| Status Type | Start Date | Stop Date |
| <input type="text"/> | May 22 2002 | May 22 2002 |

Click on **Back** and click on **View Your Activities**.

Viewing Data by Course




On the **IMSO SAN** screen, if you want to *view* all of the preceding, but do so by **individual course** that the students are attending, *click* on the **Course** button (second button under the **Training Activity POC** information). The screens provided are the same as previously described.

Click on **View Your Activities**

Reviewing Information on Your Training Activity's Courses

You can view all of the data contained in your **MILDEP's course information database**, the Military Articles and Services List (**MASL**), for the courses attended by international students at your training activity. Obviously if you notice any information that has changed or appears to be incorrect, you will want to convey that discrepancy to SATFA, NETSAFA, and AFSAT so that they can make a change if it is required. Your MILDEP will provide you with instructions as to whether or not they want you to assist in making this review. Obviously, this is very important, because this is your opportunity to help us improve the quality of data that is being provided to our overseas SAOs. The following will show you how to view the course data and send any desired notification to your MILDEP.

Click on **All Courses** on the **IMSO SAN** screen.

| SAN Course Report for <i>US Army Armor School</i> | | | | | |
|---|-----------------|---------|----------------------------|----------|----------------|
| created by DIANNE ATCHER on 1/18/02 4:48:01 PM .. BGY for Army | | | | | |
| Action | Course No | MASL | Description | Duration | Security Class |
|  | 2-17-C20 (M1A1) | B121230 | ARMOR BASIC OFFICER LEADER | 13 | U |
| Course Info - none available | | | | | |
|  | 2-17-C20 (M1A2) | B121231 | ARMOR BASIC OFFICER LEADER | 13 | U |
| Course Info - none available | | | | | |
|  | 2-17-C20 (M1A1) | B121541 | ARMOR OFF BASIC (M1A1) | 17 | S |
| Course Info - Foundation training: Indoctrination of Army programs and initiatives. Tasks: Military problem solving; risk management; after action review; suicide prevention; combat stress; 9mm pistol qualification; and a two-day field exercise designed to validate pre-commissioning skills. Armor Crewman Skills: Hands-on equipment oriented instruction is used to train preventive maintenance, checks and services, tank crew station tasks, and p <more> | | | | | |

Click on the **View Course** button.

| SAN Course Detail Report for <i>US Army Armor School</i> | |
|---|------------------------|
| created by DIANNE ATCHER on 1/18/02 4:59:59 PM .. BGY for Army | |
| Request Course revision? Click Here | |
| Course No: | 2-17-C20 (M1A1) |
| M A S L #: | B121541 |
| Course Title: | ARMOR OFF BASIC (M1A1) |
| FY: | '02 |
| Required ECL: | 75SA |
| Security Clearance: | Secret |
| Duration: | 17 |
| Prerequisite MASL: | |
| <p><i>Course Description / Administration / Remarks:</i></p> <p>Foundation training: Indoctrination of Army programs and initiatives. Tasks: Military problem solving; risk management; after action review; suicide prevention; combat stress; 9mm pistol qualification; and a two-day field exercise designed to validate pre-commissioning skills. Armor Crewman Skills: Hands-on equipment oriented instruction is used to train preventive maintenance, checks and services, tank crew station tasks, and pre-gunners skills (tank fire controls, conduct of fire, and conduct of fire trainer) culminating with the tank crew gunnery skills test (TCGST). Additional tasks: property accountability; platoon maintenance operations; and individual and crew nuclear, biological and chemical operations. Offensive Operations: Fundamentals of platoon offensive operations; the relationship of the military decision making process to troop leading procedures at the platoon level and the production of a platoon offensive operations order. Foundation in movement techniques and formations; battle drills;</p> | |

| |
|--|
| <p><i>Notes:</i></p> <p>None</p> <p><i>Course Pre-Requisites:</i></p> <div> <div>Armor (or branch detailed armor) officers from USMA, ROTC, Federal OCS, or State OCS commissioning source. USMC officers on assignment instructions to a tank battalion; allied officers commissioned into an armor, cavalry, or mechanized branch.</div> <div>SPECIAL INFORMATION: This is a two track course. Track 1 (M1A1) contains common core tasks; tank platoon offensive and</div> </div> <p><i>International Only Notes:</i></p> <div></div> <div> <div>Submit</div> <div>Exit</div> </div> |
|--|

If you wish to submit changes that you think should be made to the displayed course information, *click* on the **Click Here** link. This will address an E-mail message to the **MILDEP POC** who is responsible for inputting changes to the MILDEP MASL database.














Note: Air Force IMSOs need to consult with AFSAT before doing this. At present, it is against policy for them to input possible changes to AFSAT.

Click on **Back** and click on **View Your Activities**.

Entering IP Event Information

Finally, the IMSO Web provides a function that allows you to record **Informational Program Event** information that the international military student has participated in.

Click on the **IP Events** button on the **IMSO SAN** screen. Please note that this function is still under development. When completed, it will allow the recording of IP events and the students that attended them.

| [IP Events for - (BCY) US Army Armor School] | | | | | | | | | |
|---|-----------|------------|----------|-------------------|-----------------|------------|-------------|--------------|-------------|
|  students assigned  event info  add event occurrence Add Event Template | | | | | | | | | |
| Action | Status | Start Date | End Date | Proposed Students | Actual Students | Actual FMS | Actual IMET | Planned Cost | Actual Cost |
|   ACCC Cresting Ceremony (Social Event) | | | | | | | | | |
|   Louisville Slugger Factory and Museum (Local Area Activity) | | | | | | | | | |
|  6  | Pending | 2/28/02 | 2/28/02 | 9 | 6 | 6 | 0 | \$154 | \$156 |
|  6  | Completed | 2/28/02 | 2/28/02 | 9 | 6 | 6 | 0 | \$154 | \$156 |
|  10  | Completed | 1/10/02 | 1/10/02 | 12 | 10 | 4 | 6 | \$173 | \$180 |

This concludes your examination of the **IMSO Web**.

Logging Off the SAN Web

You may now **Log Off** or *leave* the SAN Web by simply clicking on the **X** in the *upper right corner* (or click on **File** and **Exit**). If a dialog box is open, you will have to close it.

Thank YOU

Thank you very much for your time. We hope this helps you in using the **SAN** and the **IMSO Web**. Don't forget to *glance* at the **Glossary of Terms and Data Acronyms** on the following page.

Glossary of Terms and Data Acronyms

| | |
|------------------------|--|
| Active | Students who are currently at the training activity. |
| AFSAT | Air Force Security Assistance Training Squadron. |
| Case | FMS Case identifier. |
| CC | Country Code. |
| Confirmed | A space in a training course has been allocated and scheduled for the country. |
| Course No | The MILDEP Course number. |
| Departed | Students who have departed. |
| ECL | English Comprehension Level—the score assigned after completion of the English Language Test. All courses have specific ECL requirements. |
| FIN | Financial Identification Number—number assigned by base personnel in the DEERS system that officially identifies the IMS. |
| FMS | Foreign Military Sales. |
| IA | Implementing Agency Code—a code representing the managing U.S. military department, B-Army, D-Air Force, P-Navy. |
| IMET | International Military Education and Training (program). |
| IMS | International Military Student—includes civilians being trained under the S.A. program. |
| IMSO | The International Military Student Office at a U.S. military training activity or school. |
| ITO | Invitational Travel Order—the official document prepared by the SAO to enter the student into training. |
| LOC | Location Code—a code that represents the training activity or school |
| MASL | Military Articles and Services List—this is the number of the training within the Security Assistance database. |
| MCCDC | Marine Corps Combat Development Command. |
| MILDEP | Military Department. |
| NETSAFA | Naval Education and Training Security Assistance Field Activity. |
| Projected | Training has been approved for the country but has not yet been allocated or scheduled—a student is expected to come to the school. |
| Reporting | Students arriving in the next 30 days. |
| SAN | Security Assistance Network. |
| SATFA | U.S. Army Security Assistance Training Field Activity. |
| SAO | The overseas U.S. Security Assistance Office. This could be a dedicated SAO office, a Defense Attache' office, or a State Department office that handles Security Assistance programs. |
| SA | Security Assistance—assistance provided to other countries under provision of the Foreign Assistance Act and the Arms Export Control Act, as amended. |
| SCN | Student Control Number—Navy use only. |
| TLA | Travel and Living Allowance—the amount of money programmed to pay for the student's travel and living allowance costs. |
| WCN | Worksheet Control Number--number assigned by MILDEP to control training line within the IMET or FMS training program. |

